

eFile REJECTION TROUBLESHOOTER

The following is a list of the most common reasons why an eFile pleadings will be rejected. With each reason are examples of how to prevent or correct the eFile problem.

1.	Pleading not signed as required. Administrative Procedure 4(c) /s/ John Smith, Esquire
2.	Bar ID not included. Administrative Procedure 4(c) Include Bar ID on all pleadings. Remember to include: Name, Address, Telephone Number and Bar ID.
3.	Pleadings are not filed separately or pleadings are not electronically stapled: Administrative Procedure 4(d) Related pleadings must be electronically stapled. Supporting pleadings must be linked to the main pleading. Notice of Motion & Motion to Dismiss (main pleading). Proposed Order (supporting pleading).
4.	Pleading is not linked. Administrative Procedure 4(d) Pleading is not linked to main pleading. Plaintiff's Opening Brief (main pleading). Defendant's Answering Brief (linked pleading) must be linked to main pleading. (Notice of Defendant's) Motion to Dismiss (main pleading). Plaintiff's Response to Defendant's Motion to Dismiss (linked pleading).
5.	Main Pleading rejected. Administrative Procedure 4(d) If the main pleading is rejected, all supporting documents under the same Filing ID will be rejected.
6.	Incorrect case number. Must have correct civil action number.
7.	Incorrect county. Must have correct county.
8.	Scanned document is not legible. Scanned documents should be reviewed before transmitting. Scanned documents that are illegible will be rejected.
9.	Incomplete pleading title. Motion for Summary Judgment. The pleading title must read: Defendant John Smith's Motion for Summary Judgment scheduled for (date and time) .

10.	<p>Proposed Order not filed.</p> <p>The Proposed Order must be filed as a separate document from the Motion. The Proposed Order must be filed as a supporting document to the Motion.</p> <p>Title must read: Proposed Order for Defendant John Smith's Motion for Summary Judgment.</p>
11.	<p>Wrong document uploaded. Administrative Directive 4(d)</p> <p>Pleading must relate to the document title.</p> <p>NOTE: This occurs when filer selects the wrong .PDF file.</p>
12.	<p>Wrong filing type selected.</p> <p>Pleading does not relate to filing type or document title.</p>
13.	<p>Authorizing Attorney is not an active member of the Delaware Bar and/or does not maintain an office in Delaware for the practice of law. Superior Court Civil Rule 79.1 (e - h)</p>